

California Arts Council  
State-Local Partnership Program  
Technical Assistance Grant Agreement – Special Terms and Conditions 2011-12  
Appendix A – Program and Reporting Requirements

A. Project Manager

The Program Specialist shall be the primary contact person during the performance of this grant with responsibility for facilitating communications and efficient interaction between the CAC and the Grantee. The Program Specialist is:

Rob Lautz  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814-2951  
(916) 324-6617; (916) 322-6575 FAX  
rlautz@cac.ca.gov

B. Matching requirements

Matching funds, at a level of 1:1, are mandatory. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match. Contact SLPP staff to determine eligibility before including in-kind as part of the required match

C. Invoicing

The initial advance invoice is for 45% of the grant amount. A subsequent 45% can be invoiced for upon completion of a brief report outlining how your organization intends to address the issues and concerns of the peer review panel as indicated in the panel's comments. This report and invoice are due January 13, 2012, however, they can be submitted at any time before the deadline.

D. Reporting Requirements

Following completion of the activities supported by this grant and/or no later than 30 days after the end of the grant period, the grantee shall submit:

1. 10% Invoice Form
2. CAC/NEA Grants Activity Survey
3. Final Report

Grantee forms are available on the CAC website:

<http://www.cac.ca.gov/files/forms.php>